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Title: RCT: 2.01 RADIOLOGICAL DOCUMENTATION

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RCT: 2.01 RADIOLOGICAL DOCUMENTATION

RP-Programs

May 2021

LA-UR-XXXXX

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Overview
RCT: 2.01 RADIOLOGICAL DOCUMENTATION

10 CFR 835 establishes radiation protection standards, limits, and program requirements for protecting individuals from ionizing radiation resulting from the conduct of DOE activities. It is important to maintain the proper documentation to ensure that these standards and requirements are being met.

An RCT plays a vital role in supporting these requirements through proper documentation.

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Terminal Objective

TO1: Given the need to perform duties as an RCT, recognize concepts of radiological documentation that pertain to the RCT position at Los Alamos National Lab in accordance with DOE-HDBK-1122, *Radiological Control Technician Training*.

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Enabling Objectives

EO1: Recognize types of radiological records in use at LANL (2.01.01).

EO2: Recognize radiological work controls contained within Radiological Work Permits (RWPs) (2.01.02).

EO3: Describe the RPIN system (2.01.02).

EO4: Explain the Electronic Document Records Management System and locate RP procedures using the EDRMS or other methods (2.01.03).

EO5: Explain the requirements for the records management system, such as Quality Control (QC), auditability/retrievability, and management information at LANL (2.01.03).

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Section 1: Radiological Control Records

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Radiological Control Record Use

- Radiological control records are needed to demonstrate the effectiveness of the overall Radiation Protection program at DOE facilities

Records are used to:

- Demonstrate the effectiveness of the RP Program
- Document afforded radiological safety
- Plan work
- Evaluate trends
- Guide future performance goals
- Demonstrate regulatory compliance

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Radiological Control Record Use

Records may become the basis for:

- Public disclosures
- Legal proceedings
- Medical assessments
- Audits to show compliance with company, state or federal requirements

Note: As Radiation Protection documents are legal records, it is important records be of high quality and readily retrievable.

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LANL Record Qualities

P121, Chapter 20, Article 2011 states radiation protection records shall have the following qualities:

- Maintained to document radiological hazards and conditions and exposures to workers
- Legible, readily retrievable, appropriately protected, and maintained for the prescribed period of time
- Handled to protect personal privacy

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LANL Record Qualities

P121, Chapter 20, Article 2013 states the following types of radiological records must be maintained as required at LANL:

- Radiation Protection Program (RPP) policy documents requirements documents, and procedures
- Individual radiological doses
- Personnel training (course records and individual records)
- As Low As Reasonably Achievable (ALARA) program implementation
- Radiological instrumentation tests, maintenance, and calibration
- Personnel monitoring-device testing, maintenance, and calibration
- Radiological surveys

LANL Record Qualities

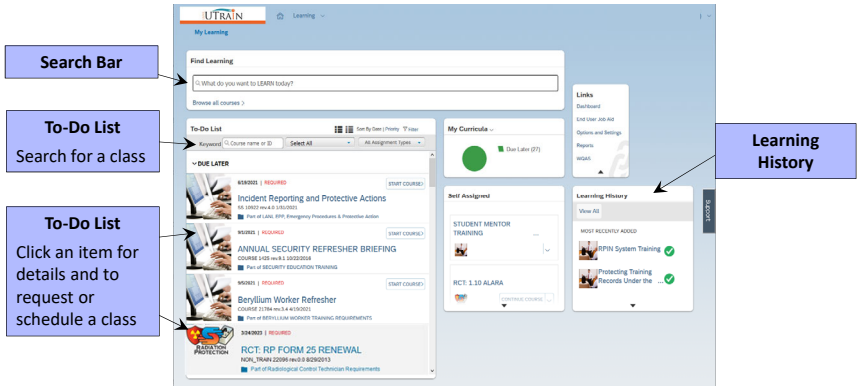
P121, Chapter 20, Article 2013 states the following types of radiological records must be maintained as required at LANL:

- Area-monitoring dosimetry results
- Radiological Work Permits (RWPs)
- Radiological performance indicators and assessments
- Documentation of quality assurance activities
- Radiation Protection Initial Notification (RPINs)
- RSS accountability and control
- Release of material records
- Radiological safety reviews of facility designs, controls, and operations
- Radiation Generating Device (RGD) survey reports

UTrain

UTrain is the software tool used to access your training info.

- The URL for UTrain is: https://utrain.lanl.gov/



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Exposure Reports

P121, Chapter 20, Radiation Protection Records and Reports, Article 2022, Personnel Radiological Records

- Procedures, data, and supporting information required to reconfirm an individual's dose at a later date must be maintained
- Individual monitoring records must be maintained and documentation of all occupational doses received during the current year
- Your annual Occupational Radiation Dosimetry Report can be found at: https://drp.lanl.gov

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Examples of Forms Used for Documentation

Instrument Performance Test Log (RP-1-Form-35)

Los Alamos NATIONAL LABORATORY **Alpha Survey Instrument Performance Test Log**

Instrument Manufacturer: _____ Model: _____ HSE# (P/N): _____ Cal Due Date: _____

Performance Test Reference Source
☐ ACS-5 Calibrator ☐ TMA/Eberline ☐ Other: _____

ID: _____ Filter Position or Range: 1 2 3 4
Isotope: _____ Reference Reading: _____ _____ _____ _____
Activity: _____ Acceptance Range (± 20%) / / / /

Check Source
ID #: _____
Isotope: _____
Activity: _____
Reference: _____
± 20%: _____

Date Reference Readings Established _____ RCT Name _____ Signature _____ Z Number _____

Date/Time	Background	Reference Reading Scale 1	Reference Reading Scale 2	Reference Reading Scale 3	Reference Reading Scale 4	Check Source Reading	Pass/Fail	Printed Name/Signature	Comments

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Examples of Forms Used for Documentation

Instrument Check Tag (RP-PROG-FORM-041)

RP-PROG-041, r2 Cal Due:_____

INSTRUMENT CHECK TAG

Instrument: _____
Inst #: _____ Detector: _____
Source ☐ N/A – Field Op Check Only
Serial #: _____ Nuclide : _____
Ref Range: _____ / _____ α / β
Ref Range: _____ / _____ α / β

Initial	Date	Initial	Date	Initial	Date

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Examples of Forms Used for Documentation

One of the most common survey forms is the Radiation/Contamination form (RP-PROG-FORM-114).

The first page contains information about the survey:

- Sample date and time
- Survey location
- RCT surveyor information
- Supervisor reviewer info
- Instrument information
- Purpose of survey
- HPAL barcode for tracking
- Comments

RADIOLOGICAL SURVEY - EXTERNAL RADIATION/CONTAMINATION FORM

SAMPLE DESCRIPTION

Sample Date: 07/12/2020 Time: 1500 Number of Samples: 3
TA: 59 Bldg: 0003 Room: 212
RCT: J. Smith Z: 123456 Signature: John D. Smith RCT: Z: Signature:
RCT: Z: Signature: RCT: Z: Signature:
Reviewed By: Jane E. Doe Z: 567890 Date: 7/17/2020

INSTRUMENTATION

Instrument Type	Instrument Number	CAL Due	%Eff	CF	BKG (α)	BKG (β, βγ)	MDA/DL (α)	MDA/DL (β, βγ)	MDDR (beta/gamma)	MDDR (neutron)
Eberline RO-20	10000	12/31/2020	N/A	N/A	N/A	N/A	N/A	N/A	0.1	N/A
RadEye PX/NRD	10001	12/31/2020	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.2
RadEye SX/43-93	10002	12/31/2020	24	1	5	980	38	1240	N/A	N/A

SMEAR COUNTER ☐ N/A

Note: Placing an * after a 30 cm neutron dose rate indicates a surface reading. Placing an * in the smear results box signifies dpm/smear instead of dpm/100cm².

Instrument Type	Instrument Number	CAL Due	Additional Results Attached:
Ludlum 3030E	10003	12/31/2020	☐ Additional Results N/A; ☐ Berthold /Tennelec/ Protean Printout; ☐ HPAL/LSC Printout; ☒ RP-PROG Form# 033

PURPOSE OF SURVEY

☐ Routine ☐ Pre-Job ☐ Post-Job ☐ Hot Job ☐ Offsite Shipment ☐ Onsite Shipment ☐ Posting ☐ Characterization ☒ Other: Example for training purposes

HPAL BARCODE

☒ HPAL Barcode N/A
RWP # N/A
RPIN # N/A

CORRECTION FACTORS

a) 1.5 (DU at 30cm)
b) 2.5 (β)
c) 3.0 (DU on contact)
d) Other: N/A

COMMENTS

This survey is to be used for training purposes only.

RP-PROG-FORM-114, R1 Page 1 of 2 11/20/2020

Note: This form is a fillable Adobe PDF form located on EDRMS.

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Examples of Forms Used for Documentation

The second page contains the survey data:

- Item or area surveyed
- Direct, smear, and/or LAS contamination levels
- Dose rate on contact, at 30 cm, and/or at 1 meter from an item in a general area.
- If there are more survey data points that will not fit on the page additional pages can be attached.

Survey Point #	Item / Area Surveyed	Contamination Survey: Direct Survey Results α dpm/100cm²	Direct Survey Results β, βγ dpm/100cm²	Smears (Contamination, Tritium) α dpm/100cm²	Smears β, βγ dpm/100cm²	LAS α dpm/LAS	LAS β, βγ dpm/LAS	External Radiation Survey: On Contact Open Window mR/hr	On Contact Open Window mrem/hr	At 30 cm Open Window mR/hr	At 30 cm Closed Window mR/hr	At 30 cm Corrected β mrem/hr	At 30 cm Neutron Dose Rate mrem/hr	At 30 cm Sum of All Radiation mrem/hr	General Area / At 1 Meter Open Window mR/hr	General Area / At 1 Meter Closed Window mR/hr	General Area / At 1 Meter Corrected β mrem/hr	General Area / At 1 Meter Neutron Dose Rate mrem/hr	General Area / At 1 Meter Sum of All Radiation mrem/hr
1	Survey Point #1 Sr-90	8	1142	-	-	-	-	55	- (-)	-	-	- (-)	8*	-	-	-	- (-)	-	-
2	Survey Point #2 Sr-90	12	1096	-	-	-	-	-	- (-)	28	14	35 (b)	3	38	-	-	- (-)	-	-
3	General Area	-	-	-	-	10	1024	-	- (-)	-	-	- (-)	-	-	4	2	5 (b)	3	8

RP-PROG-FORM-114, R1 Page 2 of 2 11/20/2020

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Examples of Forms Used for Documentation

Contaminated Person Survey (RP-PROG-FORM-036)

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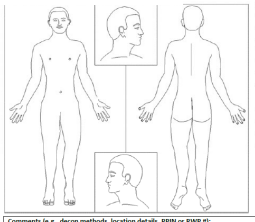
Contaminated Person Survey
Skin Contamination



Date	Time of Initial Survey	TA	Building	Room

Instrument	Instrument Number	Calibration Due Date

Survey Point	Nuclide (if known)	Initial Contamination (dpm)	Contamination After Decon (dpm)	Estimated Contamination Surface Area (cm²)	Hot Particle (Y/N)	Estimated Exposure Time (min)

Comments (e.g., decon methods, location details, RPIN or RWP #):

By signing this, I have been briefed by Radiation Protection personnel on the skin contamination that has occurred. If there are any other questions regarding the risks associated with the skin contamination levels, contact the RP-PROG Dosimetry Team at 667-4854.

Contaminated Person (Print)	*Signature*	*Z Number*	*Group*	*Date*
Radiation Control Technician (Print)	*Signature*	*Z Number*	*Group*	*Date*

RP-PROG-FORM-036, Rev. 5 Page 1 of 2 11/23/2020

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Examples of Forms Used for Documentation

Dose Tracking Log (RP-PROG-FORM-084)

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Collective Dose Tracking

RWP Number:	Collective Dose Limit (mrem):
75% of Dose Limit (mrem):	90% of Dose Limit (mrem):

Date	Collective Daily Dose (mrem)	Running Total Dose [1] (mrem)	<75% Y/N	<90% Y/N	RCT Z Number	HPFC Z Number	Collective Daily Limit [2]

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Examples of Forms Used for Documentation

Health Physics Radioactive Material Survey (HPRMS) Tags

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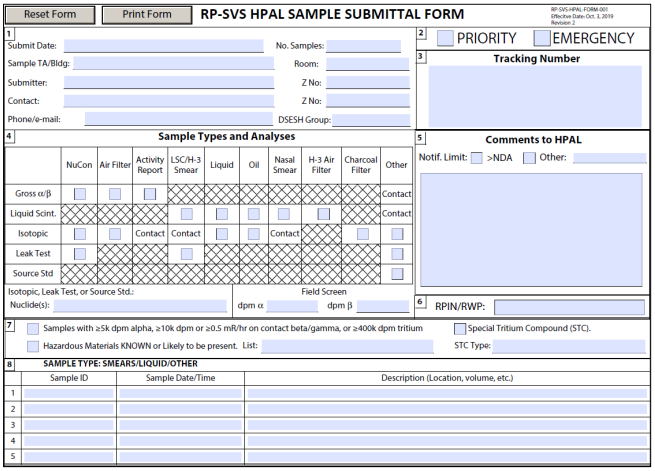
Examples of Forms Used for Documentation

HPAL submittal form (RP-SVS-HPAL-FORM-001)



Reset Form | Print Form | **RP-SVS HPAL SAMPLE SUBMITTAL FORM** | RP-SVS-HPAL-FORM-001 Effective Date: Oct. 3, 2019 Revision 2

1
Submit Date: | No. Samples:
Sample TA/Bldg: | Room:
Submitter: | Z No:
Contact: | Z No:
Phone/e-mail: | DSESH Group:

2 ☐ PRIORITY ☐ EMERGENCY

3 **Tracking Number**

4 **Sample Types and Analyses**

	NuCon	Air Filter	Activity Report	LSC/H-3 Smear	Liquid	Oil	Nasal Smear	H-3 Air Filter	Charcoal Filter	Other
Gross α/β	☐	☐	☐							Contact
Liquid Scint.				☐	☐	☐	☐	☐		Contact
Isotopic	☐	☐	Contact	Contact	☐	☐	Contact		☐	☐
Leak Test	☐			☐						☐
Source Std										☐

5 **Comments to HPAL**
Notif. Limit: ☐ >NDA ☐ Other:

Isotopic, Leak Test, or Source Std.: Nuclide(s): | Field Screen dpm α dpm β

6 RPIN/RWP:

7 ☐ Samples with ≥5k dpm alpha, ≥10k dpm or ≥0.5 mR/hr on contact beta/gamma, or ≥400k dpm tritium ☐ Special Tritium Compound (STC).
☐ Hazardous Materials KNOWN or Likely to be present. List: STC Type:

8 **SAMPLE TYPE: SMEARS/LIQUID/OTHER**

	Sample ID	Sample Date/Time	Description (Location, volume, etc.)
1			
2			
3			
4			
5			

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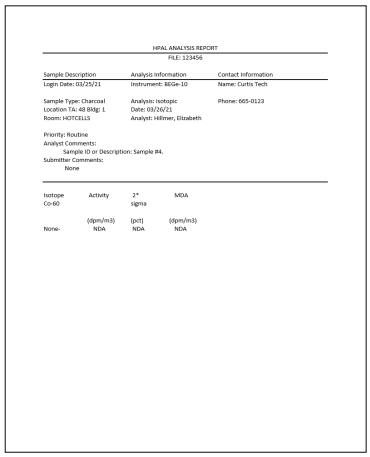
Examples of Forms Used for Documentation

HPAL Analysis Report

- Routine or special sample analysis generally performed at the Health Physics Analysis Laboratory (HPAL)



HPAL ANALYSIS REPORT
FILE: 123456

Sample Description	Analysis Information	Contact Information
Login Date: 03/25/21	Instrument: BEGe-10	Name: Curtis Tech
Sample Type: Charcoal Location TA: 48 Bldg: 1 Room: HOTCELLS	Analysis: Isotopic Date: 03/26/21 Analyst: Hillmer, Elizabeth	Phone: 665-0123

Priority: Routine
Analyst Comments:
Sample ID or Description: Sample #4.
Submitter Comments:
None

Isotope	Activity	2* sigma	MDA
Co-60			
	(dpm/m3)	(pct)	(dpm/m3)
None-	NDA	NDA	NDA

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Section 2: Records and Reports at LANL

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Examples of Records and Reports at LANL

Examples of radiological records and reports are:

- Radiological Work Permits (RWPs)
- Radiation Protection Initial Notification (RPIN)
- Contamination survey (LAS, smear, and/or direct)
- Radiation survey for external radiation
- Air sample survey
- Tritium survey (H-3)
- Environmental surveys (Soil, Water)
- Nasal smears
- Item release surveys (including release logs)
- Incoming and outgoing RAM shipment surveys
- Area or room surveys
- RP owned RAM (respirators, instruments, samples, etc.)
- Exposure records

Records and Reports at LANL - RWPs

When are RWPs required?

P121, Chapter 11, *Radiological Work Control*

Table 11-3. Entry Requirements by Area Designation

Areas	Entry
Radiation Area (RA) Contamination Area (CA) High Radiation Area (HRA) 0.1 to 1 rem in 1 hr @ 30 cm	In accordance with the FRPR (if established) or a Radiological Work Permit (RWP), including Radiological Worker (RW) as minimum training
HRA >1 rem in 1 hr @ 30 cm Very High Radiation Area (VHRA) High Contamination Area (HCA) Airborne Radioactivity Area (ARA) Hot Job Exclusion Area[a] (HJEA)	RWP is required for entry into these areas. Requirements in Article 1124 also apply.

[a] When HJEA is established to control access during planned radiological work, an RWP is required for entry. When established in response to an emergency situation, emergency response procedures are used, including those for access control.

Records and Reports at LANL - RWPs

P121, Chapter 11, *Radiological Work Control*

Table 11-4. Radiological Work Permit (RWP) and Integrated Work Document (IWD) Decision Requirements for Radiological Work

Hazard Grading Questions	Examples
Does the work involve any of the following? • Work that could contaminate uncontrolled areas or the environment; • Work in (or likely to create) an Airborne Radioactivity Area (ARA) with levels >40 derived air concentration (DAC); • Dose Rate >1 rem/hr in the work area (equivalent dose to whole body, at 30 cm from accessible surfaces); • Extremity / shallow dose rate >10 rem/hr (considering all radiations, at contact with accessible material or device); or • Work expected to create uncharacterized radiological conditions, including: – working outside engineered controls, or – breaching engineered containment systems.	• Remediation of legacy contamination in proximity to uncontrolled areas • Decontamination of liquid waste containment systems • Opening a highly contaminated radioactive material shipment • Retrieving, packaging, shipping, and receiving high activity activation products • Breach of internally contaminated systems where the breach could create an airborne radioactivity hazard, including maintenance or troubleshooting activities on actinide hoods, gloveboxes, and associated ventilation systems • Decontamination and demolition of radiological facilities or contaminated systems
YES – This is ***High-Hazard*** radiological work, and an Integrated Work Document (IWD) and Radiological Work Permit (RWP) are required. NO – Continue with questions below.	

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Records and Reports at LANL - RWPs

P121, Chapter 11, *Radiological Work Control*

Table 11-4. Radiological Work Permit (RWP) and Integrated Work Document (IWD) Decision Requirements for Radiological Work

Hazard Grading Questions	Examples
Does the work involve any of the following? • Dose Rate >5 mrem/hr and <1 rem/hr (equivalent dose to the whole body, at 30 cm from accessible surfaces); • Extremity / shallow dose rate >50 mrem/hr and <10 rem/hr (considering all radiations, at contact with accessible material or device); • Work in (or likely to create) a High Contamination Area (HCA); • Work in (or likely to create) a Contamination Area (CA); or • Work in (or likely to create) an Airborne Radioactivity Area (with levels between 1 and 40 DAC or > 12 DAC-hr in a week).	• Use of an accountable source with a dose rate greater than 5 mrem/hr at 30 cm to performance test health physics instruments • Routine handling of dispersible radioactive materials within intact engineered controls, where the activity and work area are stable, well-characterized, controlled in accordance with the Facility Radiation Protection Requirements document (FRPR), and where sustained performance demonstrates effective controls (such as routine glovebox work).
YES – This is ***Moderate-Hazard*** radiological work, and an IWD (or "qualified worker") and either an RWP or FRPR (for routine, stable, well-characterized conditions) are required. See Table 11-3 for RWP thresholds; work with a high activity radioactive sealed source (RSS) >100 mrem/hr at 30 cm requires an RWP. NO – Continue with questions below.	

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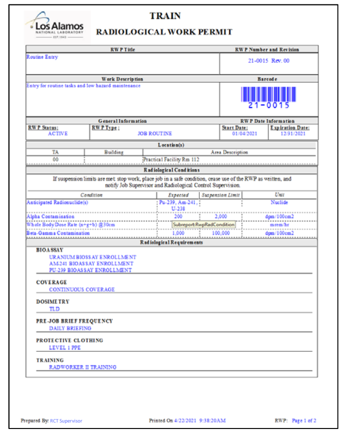
Records and Reports at LANL - RWPs

A Radiological Work Permit (RWP) is a document that is associated with control of work involving radioactive material and/or radiation hazards.

Documentation associated with a RWP includes:

- The RWP document itself
- The RWP Pre-Job Briefing Log
- Pre, During, and Post-job Surveys
- Dose Records



TRAIN

RADIOLOGICAL WORK PERMIT

RWP Title	RWP Number and Revision
Routine Entry	21-0015 Rev. 00

Work Description	Barcode
Entry for routine tasks and low hazard maintenance	21-0015

General Information		RWP Date Information	
RWP Status: ACTIVE	RWP Type: JOB ROUTINE	Start Date: 01/04/2021	Expiration Date: 12/31/2021

Location(s)

TA	Building	Area Description
00		Practical Facility Rm 112

Radiological Conditions

If suspension limits are met stop work, place job in a safe condition, cease use of the RWP as written, and notify Job Supervisor and Radiological Control Supervision.

Condition	Expected	Suspension Limit	Unit
Anticipated Radionuclide(s)	Pu-239, Am-241, U-238		Nuclide
Alpha Contamination	200	2,000	dpm/100cm2
Whole Body Dose Rate (n+g+b) @30cm	Subreport:RwpRadCondition		mrem/hr
Beta-Gamma Contamination	1,000	100,000	dpm/100cm2

Radiological Requirements

BIOASSAY
URANIUM BIOSSAY ENROLLMENT
AM-241 BIOASSAY ENROLLMENT
PU-239 BIOASSAY ENROLLMENT

COVERAGE
CONTINUOUS COVERAGE

DOSIMETRY
TLD

PRE-JOB BRIEF FREQUENCY
DAILY BRIEFING

PROTECTIVE CLOTHING
LEVEL 1 PPE

TRAINING
RADWORKER II TRAINING

Prepared By: RCT Supervisor Printed On 4/22/2021 9:38:20AM RWP: Page 1 of 2

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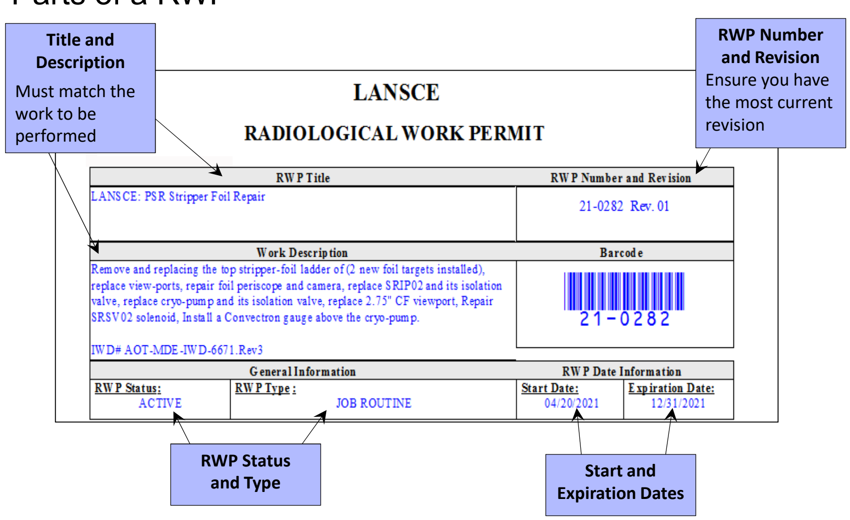
RWPs

Parts of a RWP



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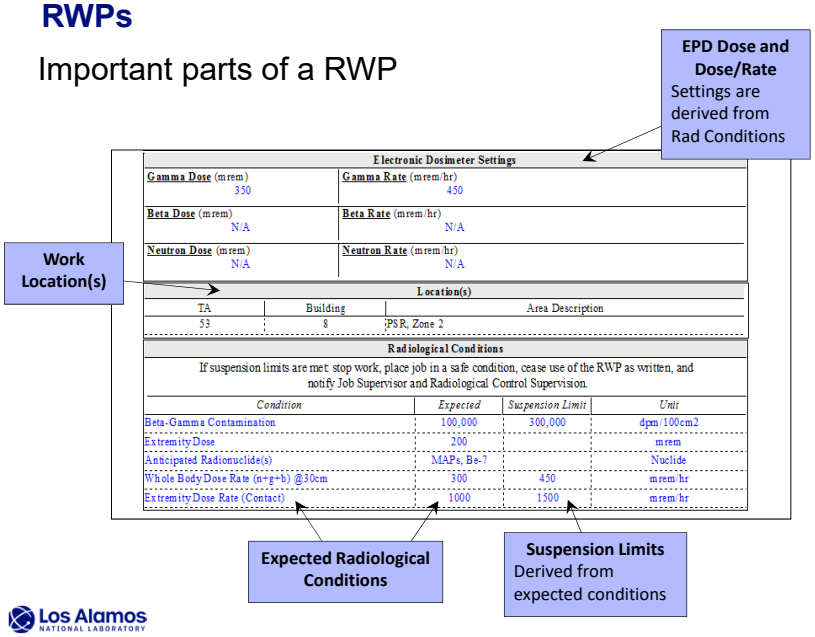
RWPs

Important parts of a RWP



Electronic Dosimeter Settings

Gamma Dose (mrem) 350	**Gamma Rate** (mrem/hr) 450
Beta Dose (mrem) N/A	**Beta Rate** (mrem/hr) N/A
Neutron Dose (mrem) N/A	**Neutron Rate** (mrem/hr) N/A

Location(s)

TA	Building	Area Description
53	8	PSR, Zone 2

Radiological Conditions

If suspension limits are met: stop work, place job in a safe condition, cease use of the RWP as written, and notify Job Supervisor and Radiological Control Supervision.

Condition	*Expected*	*Suspension Limit*	*Unit*
Beta-Gamma Contamination	100,000	300,000	dpm/100cm2
Extremity Dose	200		mrem
Anticipated Radionuclide(s)	MAPs, Be-7		Nuclide
Whole Body Dose Rate (n+g+b) @30cm	300	450	mrem/hr
Extremity Dose Rate (Contact)	1000	1500	mrem/hr

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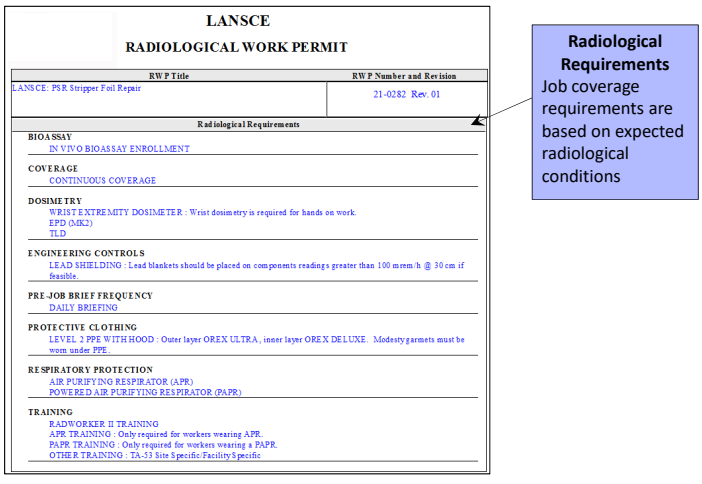
RWPs

Important parts of a RWP



LANSCE

RADIOLOGICAL WORK PERMIT

RWP Title	RWP Number and Revision
LANSCE: PSR Stripper Foil Repair	21-0282 Rev. 01

Radiological Requirements

BIOASSAY
IN VIVO BIOASSAY ENROLLMENT

COVERAGE
CONTINUOUS COVERAGE

DOSIMETRY
WRIST EXTREMITY DOSIMETER : Wrist dosimetry is required for hands on work.
EPD (MK2)
TLD

ENGINEERING CONTROLS
LEAD SHIELDING : Lead blankets should be placed on components readings greater than 100 mrem/h @ 30 cm if feasible.

PRE-JOB BRIEF FREQUENCY
DAILY BRIEFING

PROTECTIVE CLOTHING
LEVEL 2 PPE WITH HOOD : Outer layer OREX ULTRA, inner layer OREX DELUXE. Modesty garments must be worn under PPE.

RESPIRATORY PROTECTION
AIR PURIFYING RESPIRATOR (APR)
POWERED AIR PURIFYING RESPIRATOR (PAPR)

TRAINING
RADWORKER II TRAINING
APR TRAINING : Only required for workers wearing APR.
PAPR TRAINING : Only required for workers wearing a PAPR.
OTHER TRAINING : TA-53 Site Specific/Facility Specific

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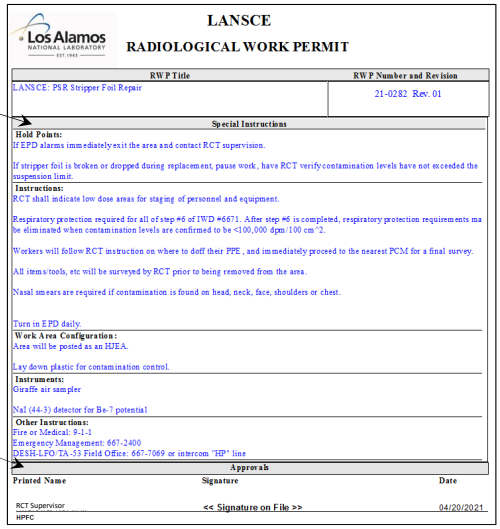
RWPs

Important parts of a RWP

Special Instructions
Additional info needed for proper job-coverage

Approval Signature Block
May have multiple signatures



LANSCE

RADIOLOGICAL WORK PERMIT

RWP Title	RWP Number and Revision
LANSCE: PSR Stripper Foil Repair	21-0282 Rev. 01

Special Instructions

Hold Points:
If EPD alarms immediately exit the area and contact RCT supervision.

If stripper foil is broken or dropped during replacement, pause work, have RCT verify contamination levels have not exceeded the suspension limit.

Instructions:
RCT shall indicate low dose areas for staging of personnel and equipment.

Respiratory protection required for all of step #6 of IWD #6671. After step #6 is completed, respiratory protection requirements ma be eliminated when contamination levels are confirmed to be <100,000 dpm/100 cm^2.

Workers will follow RCT instruction on where to doff their PPE , and immediately proceed to the nearest PCM for a final survey.

All items/tools, etc will be surveyed by RCT prior to being removed from the area.

Nasal smears are required if contamination is found on head, neck, face, shoulders or chest.

Turn in EPD daily

Work Area Configuration:
Area will be posted as an HUEA.

Lay down plastic for contamination control.

Instruments:
Giraffe air sampler

NaI (44-3) detector for Be-7 potential

Other Instructions:
Fire or Medical: 9-1-1
Emergency Management: 667-2400
DESH-LFO/TA-53 Field Office: 667-7069 or intercom "HP" line

Approvals

Printed Name	Signature	Date
RCT Supervisor HPFC	<< Signature on File >>	04/20/2021

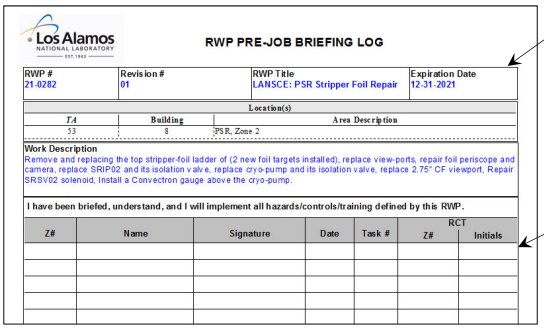
RWPs

Important parts of a RWP

Briefing Log RWP Info Area

Briefing Signature Area
Ensure workers sign after brief

The last two blocks are for the RCT giving the brief



RWP PRE-JOB BRIEFING LOG

RWP #	Revision #	RWP Title	Expiration Date
21-0282	01	LANSCE: PSR Stripper Foil Repair	12-31-2021

Location(s)

TA	Building	Area Description
53	8	PSR, Zone 2

Work Description
Remove and replacing the top stripper-foil ladder of (2 new foil targets installed), replace view-ports, repair foil periscope and camera; replace SRIP02 and its isolation valve, replace cryo-pump and its isolation valve, replace 2.75" CF viewport; Repair SRSV02 solenoid, Install a Convectron gauge above the cryo-pump.

I have been briefed, understand, and I will implement all hazards/controls/training defined by this RWP.

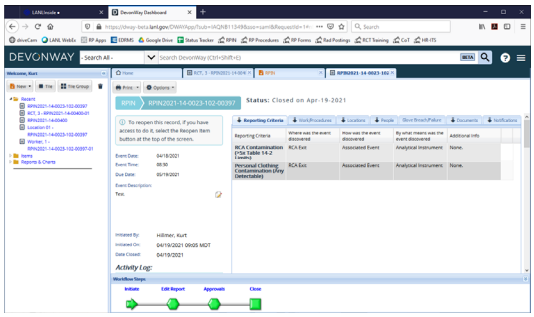
					RCT	
Z#	Name	Signature	Date	Task #	Z#	Initials

Note: The pre-job briefing log is a record and must be signed by both the person giving and receiving the brief.

Radiation Protection Initial Notification (RPIN)

The Radiation Protection Initial Notification (RPIN) system is an application to capture, document, and record radiological conditions, metrics, and/or incidents at LANL. To access the RPIN system use the Radiation Protection Applications Catalog (RPAC). The URL for RPAC is: https://rpac.lanl.gov

- Limited distribution to facility and management stakeholders
- Initial notification sent immediately
- May take up to 30 days to close



Note: All RCTs will receive RPIN training prior to qualification.

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Section 3: Records Management System Requirements

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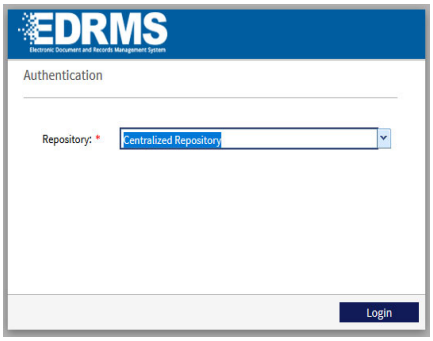
Radiation Protection Resources

The Electronic Document Records Management System (EDRMS) is the official records repository for LANL. All RCT candidates will be granted access as part of their initial training.

- The URL for EDRMS is: https://edrms.lanl.gov/
- On the home screen select “Centralized Repository”



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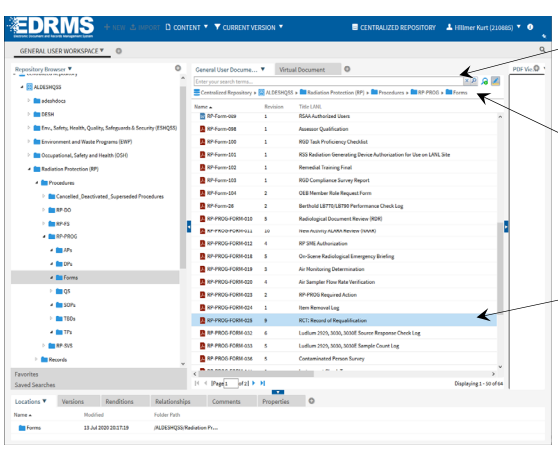
LANL Official Records Repository

RP Programs procedures, forms, and other records are located in the RP-PROG folder and its sub-folders.



Search Bar
The drop down offers search parameters

Path Description

Selected Item
Left clicking will automatically open item in download folder

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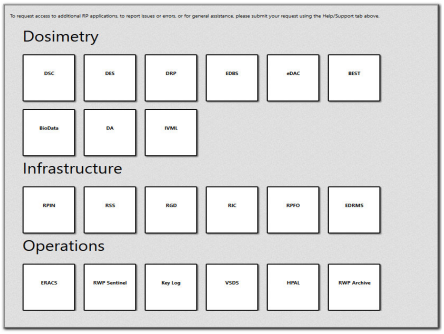
Radiation Protection Resources

RP software and computer programs can be found at the Radiation Protection Applications Catalog (RPAC). Click on the desired link to open the application.

- The URL for RPAC is: https://rpac.lanl.gov



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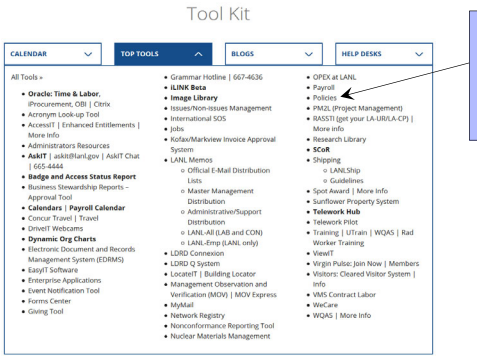
LANL Policy Documents

LANL policy documents can be found on the LANL homepage in the "Top Tools" area.



LANL Policies

Click the link to the Policies page, then type "P-121" into the search bar

Note: P-121 can also be located by using the search bar on the LANL homepage.

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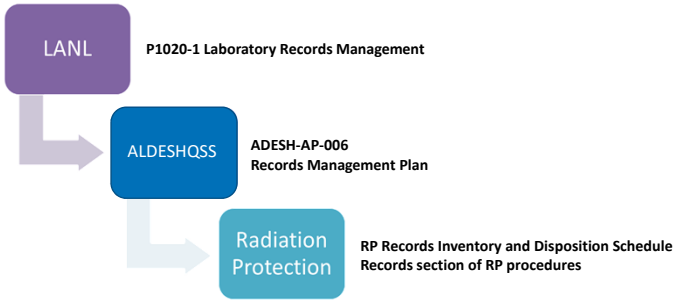
LANL Records Guiding Documents

Documents in the Records Management Program should be managed in a consistent, cost-effective, compliant, and value-added manner.

The documents below implement the laboratory records system.



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Performance Assurance

There are three primary Radiation Protection performance assurance processes at LANL: The 10 CFR 835 Triennial Assessment, Radiation Protection Initial Notifications (RPINs), and Radiation Protection metrics (contained within the RPIN system).

- The Triennial Assessment is an internal audit of the Radiation Protection Program (RPP)
- The Radiation Protection Initial Notification (RPIN) system is an application to capture, document, and record radiological conditions, metrics, and/or incidents at LANL

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Records Management System Requirements

General Records Requirements:

- Document all records in black or blue ink
- For corrections (as near as possible to the lined out information)
  - Draw a single line through the incorrect information
  - Provide initials of the individual making the correction
  - Provide the date of the correction
  - Record the correct information, as applicable
- Records shall be made in such a manner that they provide sufficient detail to be understood by personnel who were not present at the time of entry
- Ensure every space is filled in and no spaces are left empty
  - If a portion of the record is not used you may use “N/A”, /, --, or xxx
- The use of arrows to signify continuous data or unused spaces is not permitted

Records Management System Requirements

General Logbook Requirements:

- Area logbooks shall be maintained for each facility where DESH performs radiation protection activities
- Log entries shall:
  - Contain only fact, pertinent data, and the time of entry
  - NOT contain conjectures, opinions, and unrelated information
  - NOT contain classified information or Personally Identifiable Information (PII)
- Close out logbooks at the end of the calendar year and initiate new logbooks at the start of each calendar year

Records Management System Requirements

General Logbook Requirements:

- The following are required to be recorded into a logbook:
  - Abnormal or upset facility conditions affecting safety
  - Responses to indication of radon
  - Changes to radiological postings/conditions
  - Radiological incidents or occurrences that were not recorded in Radiation Protection Initial Notifications and emergency actions taken
  - Failure to complete compliance activities within the required time-frame and the actions taken and personnel notified
  - Radiological alarms, NOT including spurious alarms from hand-held personnel contamination monitors, e.g. Ludlum 214

Enabling Objectives Review

- ✓ EO1: Recognize types of radiological records in use at LANL.
- ✓ EO2: Recognize radiological work controls contained within Radiological Work Permits (RWPs).
- ✓ EO3: Describe the RPIN system.
- ✓ EO4: Explain the Electronic Document Records Management System and locate RP procedures using the EDRMS or other methods.
- ✓ EO5: Explain the requirements for the records management system, such as Quality Control (QC), auditability/retrievability, and management information at LANL.

Questions?